

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

Employee Name	<u>HARAF, WILLIAM</u>
Expense Dates	<u>04/08/10-04/13/10</u>
Total Expense Amount	<u>532.98</u>
Amount Due Employee	<u>143.00</u>
Form ID	<u>TEA000638308</u>

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	Date	Expense Item	Amount	If not submitted - Explain
1)	04/08	Taxi Fare	51.00	
2)	04/08	Parking, Auto	16.00	
3)	04/12	Gasoline	26.00	
4)	04/13	Parking, Auto	10.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

I have reviewed the following documents.

Approved
by:

JAMES D DONG

Travel & Expense Account Summary

Employee Name WILLIAM HARAF
Expense Dates 04/08/10-04/13/10
Report Name DFI San Diego Sacramento SF April 8 - April 13 2010

Request Total \$ 532.98
Direct Charge Total - 389.98
Travel Advances - 0.00
Net Due Employee = 143.00

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Non-Travel Expenses	SF Train Day	10.00
Regular Travel	Sacramento Mtg	70.58
Regular Travel	Board Meeting	452.40

NOTE: (d)=Direct Charge

DATE	Thu Apr 8									TOTAL
Commercial Air Fare (d)	345.40									345.40
Taxi Fare	51.00									51.00
Parking, Auto	16.00									16.00
Mileage, Personal Auto	36.00									36.00
Bridge Tolls	4.00									4.00
TOTALS \$	452.40									452.40

DATE	Mon Apr 12									TOTAL
Gasoline	26.00									26.00
Auto Rental (d)	44.58									44.58
TOTALS \$	70.58									70.58

Travel & Expense Account Summary

DATE	Tue Apr 13									TOTAL
Parking, Auto	10.00									10.00
TOTALS \$	10.00									10.00

Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Regular Travel	Board Meeting	04/08/10	Commercial Air Fare	345.40	Direct Charge
Regular Travel	Board Meeting	04/08/10	Taxi Fare	51.00	Cash
Regular Travel	Board Meeting	04/08/10	Parking, Auto	16.00	Cash
Regular Travel	Board Meeting	04/08/10	Mileage, Personal Auto	36.00	Cash
Regular Travel	Board Meeting	04/08/10	Bridge Tolls	4.00	Cash
Regular Travel	Sacramento	04/12/10	Gasoline	26.00	Cash
Regular Travel	Sacramento	04/12/10	Auto Rental	44.58	Direct Charge
Non-Travel Expenses	SF Train Day	04/13/10	Parking, Auto	10.00	Cash